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## Construction Funding Determinations

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**In this section**      The following topics are covered in this section.

Topic	See Page
Funding Determination Flowchart	8-4-6
Funding Determination Process	8-4-6
Changes in Project Scope	8-4-8
Funding Determination Form	8-4-9

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**Introduction**      Construction Funding Determinations are provided to ensure consistent financial treatment for all construction activities in accordance with Department of Energy (DOE) Orders and DOE and Laboratory policies. The determination includes type of funding required and capitalization of projects.

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**Policy**      A funding determination request shall be submitted for all construction activities, once the project scope has been defined, in accordance with the procedures in this section.

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## Construction Funding Determinations, Continued

### Funding determination flowchart

A flowchart illustrating the funding determination process is located at <http://bus.lanl.gov/bus3/fmh/flowchart.pdf>

### Funding determination process

The table below describes the funding determination process and identifies who is responsible for completing the steps in each phase.

Phase	Who Does It	Action										
1	Project/FMU	<p>Request a funding determination as soon as the project scope has been defined by completing a Funding Determination form (FDF). Follow the steps outlined in the table below to obtain, complete, and submit an FDF.</p> <table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>Review funding guidelines for construction and capital equipment online at <a href="http://bus.lanl.gov/bus3/fmh/ch7s4c&amp;c.pdf">http://bus.lanl.gov/bus3/fmh/ch7s4c&amp;c.pdf</a></td></tr><tr><td>2</td><td>Obtain an FDF online at <a href="http://bus.lanl.gov/bus3/fmh/fdform.xls">http://bus.lanl.gov/bus3/fmh/fdform.xls</a></td></tr><tr><td>3</td><td>Complete FDF. See “Funding Determination Form” in this section.</td></tr><tr><td>4</td><td>Send FDF to Funding Determination Committee at e-mail address <a href="mailto:funding@lanl.gov">funding@lanl.gov</a>.</td></tr></table>	Step	Action	1	Review funding guidelines for construction and capital equipment online at <a href="http://bus.lanl.gov/bus3/fmh/ch7s4c&amp;c.pdf">http://bus.lanl.gov/bus3/fmh/ch7s4c&amp;c.pdf</a>	2	Obtain an FDF online at <a href="http://bus.lanl.gov/bus3/fmh/fdform.xls">http://bus.lanl.gov/bus3/fmh/fdform.xls</a>	3	Complete FDF. See “Funding Determination Form” in this section.	4	Send FDF to Funding Determination Committee at e-mail address <a href="mailto:funding@lanl.gov">funding@lanl.gov</a> .
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2	Obtain an FDF online at <a href="http://bus.lanl.gov/bus3/fmh/fdform.xls">http://bus.lanl.gov/bus3/fmh/fdform.xls</a>											
3	Complete FDF. See “Funding Determination Form” in this section.											
4	Send FDF to Funding Determination Committee at e-mail address <a href="mailto:funding@lanl.gov">funding@lanl.gov</a> .											

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## Construction Funding Determinations, Continued

### Funding Determination Process (continued)

Phase	Who does it	Action								
2	Funding Determination Committee	<p>Notify Project/FMU of funding determination. Is request for funding accepted?</p> <ul style="list-style-type: none"><li>• If yes, follow the steps outlined in the table below.</li><li>• If no, return FDF to Project/FMU for additional information or clarification and/or schedule a meeting with Project/FMU for clarification.</li></ul> <table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>Document funding determination.</td></tr><tr><td>2</td><td>Complete FDF. See “Funding Determination Form” in this section.</td></tr><tr><td>3</td><td><p>Make two copies of the approved FDF and distribute as follows:</p><ul style="list-style-type: none"><li>• Original: Requester</li><li>• Copy: Funding Determination Committee</li><li>• Copy: Indirect Budget Group</li></ul></td></tr></table>	Step	Action	1	Document funding determination.	2	Complete FDF. See “Funding Determination Form” in this section.	3	<p>Make two copies of the approved FDF and distribute as follows:</p> <ul style="list-style-type: none"><li>• Original: Requester</li><li>• Copy: Funding Determination Committee</li><li>• Copy: Indirect Budget Group</li></ul>
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## Construction Funding Determinations, Continued

### Changes in project scope

The Project/FMU is responsible for notifying the Funding Determination Committee of project scope changes in a timely manner, including changes in scope of work and cost. The table below outlines the procedure for proposing a change to the project scope.

Phase	Who does it	Process
1	Project/FMU	Notify the Funding Determination Committee of changes in the project scope and send a description of the project scope change to the Funding Determination Committee at the following email address " <a href="mailto:funding@lanl.gov">funding@lanl.gov</a> ."
2	Funding Determination Committee	<p>Review project scope changes to determine whether original funding determination is still valid. Is funding still valid?</p> <ul style="list-style-type: none"> <li>• If yes, notify Project/FMU of the funding determination.</li> <li>• If no, notify the Project/FMU that the original funding determination may have changed and schedule a meeting for additional clarification. Based on clarification received at the meeting, document funding determination.</li> </ul>

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## Construction Funding Determinations, Continued

### Funding Determination Form

The Project/FMU completes the FDF and sends it to the Funding Determination Committee at e-mail address “[funding@lanl.gov](mailto:funding@lanl.gov).” The table below identifies each field on the FDF and describes the type of information required in each field.

Who does it	In this field . . .	Enter this information . . .
Project/FMU	Determination #	The control number assigned to facilitate tracking of the FDF.
	Date	The date the FDF is completed.
	Requester Name	The requester’s first and last name.
	Requester Z #	The requester’s six-digit Z-number.
	Mail Stop	The requester’s mail stop.
	Phone Number	The requester’s phone number.
	Project Title	The title of the project.
	Project ID #	The project ID# if assigned.  <b>Note:</b> If not assigned, the ID# will be entered by the Funding Determination Committee.
	Work Order #	Work Order # is assigned.  <b>Note:</b> If not assigned, the work order #(s) will be entered by the Funding Determination Committee.
	Type of Work	Circle one of the following choices:  <ul style="list-style-type: none"> <li>• New construction to a facility or unit that does not currently exist, or</li> <li>• Renovation to an existing facility or unit.</li> </ul>
	Project Manager	The first and last name of the project manager for this construction activity.
	FMU	The FMU(s) involved in this construction activity.

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## Construction Funding Determinations, Continued

### Funding Determination Form (continued)

Who does it	In this field . . .	Enter this information . . .
Project/FMU	Program	The program under which the construction activity is being performed, i.e., NMSM-NCR.
	Total Estimated Cost	<p>The total estimated cost (TEC) for the construction project.</p> <p><b>Note:</b> TEC refers to costs that are capitalized including Title I Design, Title II Design, Title III Design, Construction, Construction Management, and Project Management. For a description of TEC and its components, see “Formal Budgeting Overview and Definitions, Construction and Capital Equipment” at <a href="http://bus.lanl.gov/bus3/fmh/ch7over.pdf">http://bus.lanl.gov/bus3/fmh/ch7over.pdf</a></p>
	Title I	<p>TEC for Title I.</p> <p><b>Note:</b> Title I is the preliminary stage of project design (for Line Item Projects only).</p>
	Title II	<p>TEC for Title II.</p> <p><b>Note:</b> Title II is the definitive stage of project design (for Line Item and General Plant Projects).</p>
	Title III	<p>TEC for Title III.</p> <p><b>Note:</b> Title III is the inspection portion of project engineering, design, and inspection including facility acceptance.</p>
	Construction	<p>TEC for Construction.</p> <p><b>Note:</b> Construction includes all costs for construction equipment, material labor, and overhead.</p>
	Other Costs	Other costs to be capitalized including Project Management and Construction Management.

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## Construction Funding Determinations, Continued

### Funding Determination Form (continued)

Who does it	In this field . . .	Enter this information . . .
Project/FMU	Description of Work	<ul style="list-style-type: none"> <li>• Background/Justification – the reason(s) for performing the construction</li> <li>• Work to be performed - A description of the work to be performed</li> </ul>
	Cost Categories	<p>A list of activities to be performed within each of the following categories:</p> <p>A. Title I B. Title II C. Title III D. Construction E. Other</p> <p><b>Note:</b> For a description of activities to include in each category, see “Formal Budgeting Overview and Definitions, Construction and Capital Equipment” at <a href="http://bus.lanl.gov/bus3/fmh/ch7over.pdf">http://bus.lanl.gov/bus3/fmh/ch7over.pdf</a></p>
Funding Determination Committee	Analysis	A description of the funding determination and a justification for that funding determination.
	Funding Determination	The type of funding to be used for each Cost Category.
	Approval	The signature of a member of the Funding Determination Committee.
	Date	The date the FDF is approved.